

25X1

 Copy 6 of 6

22 March 1956

MEMORANDUM FOR: Chief, Transportation Division, Office of Logistics

SUBJECT : Requirement for Transportation on a Daily Basis

25X1

1. With reference to our conversation of 21 March attended by and myself with you, we discussed the possibility of obtaining an Agency chauffeur-driven automobile on a daily basis for approximately one and one-half hours for the transportation of the Project Courier. This memorandum is in substantiation of our conversation.

2. Reviewing our request, the burden of courier work placed on our RI Section is considerable. We have one courier assigned permanently to the Project, on whom is placed an extremely tight schedule. He is forced to cover pick-ups and deliveries at a number of locations both in the Agency and outside of the Agency daily, as well as making "special trips". The classification of the material he carries is often Top Secret and the urgency of getting it to its destination is usually vital. Realizing that we may still need to call on you for emergency runs, we would, however, like to request that an Agency car be assigned for the purpose of courier transportation. The times most convenient to us for such a service would be 0930 - 1030 on Tuesdays and Thursdays and 0930 - 1100 on Mondays, Wednesdays and Fridays. In addition to stops at the Administration Building, 350 - 26th Street, Curie Hall, Alcott Hall and "I" Building, the courier is frequently required to make runs to the Pentagon, AEC, the central Post Office, M Building (TS trash), and the Department of State.

3. Such a run would originate at 1717 H Street, N.W., and we would notify you beforehand if a run was not needed on a certain day.

4. We appreciate your attention to this request and stand advised at your earliest convenience.

25X1

 Assistant Administrative Officer
PCB/DCI

ADM/c

Distribution:

O&I - Addressee

3 --Pers

4 -

5 - LO

6 - Chrono

25X1

SECRET